

## **HIGHLAND HILLS UNITED CHURCH – USE OF THE SANCTUARY AND BASEMENT**

### **BACKGROUND**

Highland Hills United Church (HHUC) depends on the generosity of the congregation and the community to fund activities, operations, salaries, and building maintenance. Revenue from rentals of the sanctuary and basement is also an important source of income for the church.

In addition to regular Sunday worship and fellowship, the church building and facilities are used by many different groups and individuals throughout each week. Use of the building and facilities is guided by the following principles:

- HHUC seeks to make space available in the community at fair and reasonable rental rates while recognizing that rental income plays a critical role in the church remaining a viable entity
- HHUC seeks to protect buildings, facilities and equipment from damage

### **SANCTUARY RENTAL**

- The fee for rental of the Church Sanctuary for an event is \$250.00. The fee is for the use of the sanctuary and facilities as well as cleaning costs. Fees for Church sponsored, or non-profit/charitable/community service organization events can be negotiated (see below for Guidelines for Non-profit/Charitable/Community Service Organization Rentals). The Unified Board Executive must approve any reduction in rates.

-The Sanctuary may be rented for up to three hours at an hourly rate of \$50.00, anything longer than three hours will incur the event rental fee of \$250.00.

- Practice sessions in the Sanctuary, booked in advance of the event, have a fee of \$50.00.

-No food or beverages other than water are permitted in the sanctuary.

- The organ must not be moved.

- Any moving of other stage items must be moved by the renter under official Church supervision.

-The arrangement of chairs in the sanctuary and/or choir loft can be reconfigured for an additional fee of \$50 for set up, and \$50 for replacement to original configuration.

-The Sanctuary must be left in the same condition upon renter's exit as their entrance unless specific arrangements have been made (see above).

## **BASEMENT RENTAL**

- The fee for rental of the Church Basement for an event is \$125.00. The fee is for the use of the basement, washrooms, tables and chairs as well as cleaning costs. Use of the kitchen is not included (except for electric kettle and/or coffee urn, see below). Fees for Church sponsored, or non-profit/charitable/community service organization events can be negotiated (see below for Guidelines for Non-profit/Charitable/Community Service Organization Rentals). The Unified Board Executive must approve any reduction in rates.

-The Church Basement may be rented for up to three hours at an hourly rate of \$25.00, anything longer than three hours will incur the event rental fee of \$125.00.

-Set up of the basement will be done by the renter, unless otherwise agreed.

-The Church Basement must be left in the same condition upon renters' exit as their entrance.

-The Kitchen is not to be rented to outside groups. The UCW will have full control of kitchen use. Renters may use the church electric kettles and/or coffee urn to make tea/coffee. Renters must bring their own supplies for making tea/coffee. Any catering services provided by the UCW will be arranged between the renter and the UCW, and payment made directly to the UCW.

## **GUIDELINES FOR NON-PROFIT/CHARITABLE/COMMUNITY SERVICE ORGANIZATION RENTALS**

-The Church Secretary has authority to allow rentals to non-profit/charitable/community service organizations at a reduced rate of half the standard rental fees if the following conditions are all met:

- Renter is a non-profit, charity, or community service organization.
- Only one event per year for any non-profit/charity/community service organization.
- 100 percent of the proceeds raised and/or services provided are for the local community.

-All other non-profit/charitable/community service organization requests for reduced or free rent must be negotiated by the Unified Board Executive. Depending on the expectation of an event making a profit, and/or the revenue streams available to a potential renter, the Executive may consider arrangements such as equal sharing of event profits up to HHUC receiving \$250, or waiving rental fees completely, however each situation will be considered on a case by case basis.

## **GENERAL**

- Third party groups (i.e. non-Church related groups) requiring use of the Church building and its facilities must provide, in advance, a document of insurance outlining their liability coverage (minimum \$2 million) with specific reference to Highland Hills United Church as additional named insured. Event insurance can also be purchased from our insurer (Church Secretary has contact information. Alternately and as might apply to infrequent users, a Waiver of Liability Form must be submitted bearing two signatures of the responsible persons (Copy attached).
- Bookings for rental of the Sanctuary or the Basement are to be made through the Church Secretary, and the attached “Agreement for the Rental of Highland Hills United Church” form completed by the renter.
- The attached “Highland Hills United Church – Check-list for Sanctuary and Basement Rentals” will be followed by the Church Secretary to ensure the rental runs smoothly.

## **CHURCH INTEREST GROUPS**

- Church sponsored groups that offer activities open to anyone are not required to pay rent.
- Current HHUC interest groups include Bridge Club, Brush with Colour, Exercise Class for Women, Knitting for Warmth, and others.
- Church Interest Groups are advertised on the announcement sheet included with weekly church bulletins.
- The activities offered by these groups are considered church activities and are covered by the church insurance.
- Interest groups are encouraged to make donations towards church operating costs as they are able.
- Any new Interest Groups must be approved by the Unified Board Executive.

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